

Accounting Director

Tennessee Department of Finance and Administration

Division of Accounts Statewide Accounting

Location: Nashville, Tennessee

Salary Range (based on qualifications and experience)

Career Opportunities Available in Tennessee State Government

Job Overview Summary:

The Accounting Director oversees the direction and responsibilities of the Cash Management and Grant Accounting function within Division of Accounts. Several key areas include compliance with federal and state regulations as well as statewide centralized credit card processes. The fulfillment of this role requires extensive knowledge of the Single Audit process and requirements to help ensure compliance with federal and state regulations in preparation and submission of the CMIA Treasury State Agreement (TSA). Detailed analytical and organizational skills are required for accurate preparation and submittal of the CMIA Annual Report and overseeing the Statewide Cost Allocation Plan (SWCAP). Strong verbal and written communication skills are necessary as this position works closely with staff and state agencies to assure proper set up and allocation of credit card revenue.

Duties and Responsibilities:

- Supervise, train, and provide strong leadership to the cash management and grant accounting team ensuring compliance with accounting principles and *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.
- Serve as a subject matter expert on accounting policies, procedures, and systems for internal and external business partners.
- Performs the most complex and important reconciliations of general ledger accounts against transaction queries, researched information, information provided by outside vendors, and individual transactions in electronic databases.
- Coordinate in close liaison with State agencies and the statewide merchant service provider to carry out the business processes for the State's credit card process for revenue collections.
- Research and remain current on changes to the *Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards*.
- Coordinate collection of Corrective Action Plan and Summary Schedule of Prior Year Audit Finding responses from state agencies and compile into a single document to include review responses to ensure all components required by the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* are present.
- Directs the preparation of complex federal reports.
- Assist in the year-end close process ensuring deadlines are achieved.
- Protect assets by establishing, monitoring, and enforcing internal controls.
- Documents risk assessment efforts for the Cash Management and Grant Accounting section.
- Conduct presentations and training for statewide personnel on grant guidance developments and other matters related to grant management.
- Resolves issues with internal and external customers.

- Develop performance evaluation goals and desired work outcomes for assigned subordinates to evaluate and develop job performance.
- Resolves interpersonal conflicts between assigned subordinates or work teams to enhance teambuilding and generate a positive working environment.

Required Education/Experience:

Graduation from an accredited college or university with a bachelor's degree in accounting and experience equivalent to five or more years of full-time professional accounting or auditing work.

Note: A transcript is required for a proper evaluation for this class.

Knowledge, Skills, and Abilities:

- Intermediate excel skills with the ability to analyze and summarize data through the use of formulas and pivot tables.
- Experience with PeopleSoft and Oracle systems is preferred but not required.
- Strong communication skills with the ability to provide solutions through critical thinking.
- Superior management skills; ability to coach and mentor a team with varied levels of experience.
- Exceptional oral, written, and presentation skills and the ability to effectively and concisely translate complex financial and non-financial concepts and results to individuals at all levels and backgrounds.
- A strong knowledge of GAAP and financial internal control systems.

Only candidates who meet the minimum requirements for the position will be interviewed.

Please send resume and contact information to: Michelle.Earhart@tn.gov

For more information please contact:

Michelle Earhart
615-253-6057
Michelle.Earhart@tn.gov

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.